

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

IN-HOUSE VACANCY ANNOUNCEMENT

04/15/04

Does not confer to Civil Service Status

POSITION: Recreation Specialist (Asst Youth Dir)
NF-0188-03

ANNOUNCEMENT # SP 58-04

Salary: \$14.00-\$16.00 per hour

LOCATION: MWR Dept./CDP & Youth Div/NSA
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: All MWR Employees- Region-wide

(1) Position, Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Assists with the planning, developing, organizing, marketing, implementing and evaluating of a wide variety of age appropriate activities in a safe and healthy environment for children ages 5-18 years with varied interests and abilities, including those with learning disabilities or those in accelerated or gifted programs, and children with disciplinary problems. Ensures a pleasant and inviting atmosphere for all children. Inspects the indoor and outdoor physical environment of program areas and facilities on a continual basis to ensure they are safe. Ensures space, materials and equipment are safe and clean. Corrects deficiencies as required. Based on patrons needs, facility constraints and available resources, recommends modification of program operation, goals, philosophy, hours of operation, policies and procedures. Recommends changes or additions to policies and procedures and makes adjustments where necessary to deal with unusual or difficult problems/situations associated with the needs of individual children. Reports incidents of suspected child abuse or neglect immediately to supervisor and appropriate offices. Performs administrative duties which include, but is not limited to developing forms, collecting data, writing reports and maintaining records. Prepares and submits program promotion/publicity and monthly newsletters, calendars and posters. Handles parent questions and concerns in a diplomatic and professional manner. Participates in planning, supervising and conducting meetings and educational activities involving parents, staff and volunteers. Communication both orally and in writing is conducted in a clear and professional manner. Arranges for all supplies and equipment necessary to support the SAC program. Insures proper internal controls are followed to protect minor property, fixed assets and other supplies. Provides input on performance evaluations, documents performance and/or conduct problems and makes recommendation for corrective action. Effectively supports the Equal Employment Opportunity policy, and ensures compliance with fire safety, security, and other environmental issues. In the absence of the activity manager, makes administrative decisions regarding the SAC program. Develops, implements and executes an individualized, self-paced training program in accordance with NPC requirements for School Age Care and open Recreation programs at the youth and teen levels. Ensures training is offered and available for each staff member which fulfills all training requirements and meets career progression goals. Develops and establishes a working relationship with the Boys and Girls Clubs of America and other professional organizations. Maintains a resource file/library to aid staff in preparing lesson plans and activity schedules. Performs other related duties as assigned.

QUALIFICATIONS: A four-year degree in Recreation, Physical Education, Early Childhood Development or closely related field from an accredited college or university is strongly preferred, but may be substituted by equivalent education, training and specific work experience, to include a minimum of 4 years documented experience in youth recreation, or School Age Care with a minimum of one-year experience with increasing responsibilities. Must be familiar with available community resources for utilization and referral services within the Youth program framework to meet Department of the Navy and Naval Personnel Command regulations and objectives.

Must be able to manage multiple priorities, perform under stress, and respond quickly and effectively to changing program needs and regulations. Must have strong interpersonal and communication skills, verbal and written, interview skills and tact. Must demonstrate excellent use of English grammar, spelling and punctuation. Must possess a professional demeanor and demonstrate positive customer service techniques. **Special Requirements:** Must be in good physical and mental health; free from communicable disease; successfully pass a health screening within 2 weeks of employment and then annually thereafter. The employee shall be immunized against poliomyelitis, tetanus, diphtheria, rubella measles and mumps, except where religious beliefs preclude. Employment is conditional upon the successful completion of the required National Agency Check (NAC), and State Criminal Background Investigation. The incumbent must obtain and maintain a current CPR and First Aid Certification. Must possess a valid state driver's license upon hire and obtain a CDL license within six months of hire, as travel is necessary in attending meetings, conferences and transportation of children on field trips. This position is subject to an irregular tour, which may include nights, weekends and holidays.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."